

DELAWARE TRANSIT CORPORATION

POSTING NO. 060-2016

POSITION VACANCY POSTING

DATE OF POSTING January 5, 2016

CLOSING DATE January 12, 2016

**METHOD OF APPLICATION: Cover Letter & Resume or Employment Application**

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **January 12, 2016**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 158 JOB CODE #: 068

POSITION TITLE Assistant District Maintenance Manager – North District

PAY GRADE 16 PAY RATE \_\_\_\_\_ PAY RANGE \$47,184 - \$58,980  
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT: Operations  
SECTION: Maintenance

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CLASSIFICATION: FULL TIME X PART-TIME \_\_\_\_\_

CONTRACT: 8FR \_\_\_\_\_ 8DR \_\_\_\_\_ 32 \_\_\_\_\_ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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**SUMMARY OF POSITION:**

The Assistant District Maintenance Manager, North assists the District Maintenance Manager, North in the management of maintenance functions associated with the day-to-day operation of the maintenance operation. The incumbent will develop, in coordination with the District Maintenance Manager and first line supervisors, daily, weekly and monthly production schedules and coordinate work assignment c changes to maintenance supervisory schedules with the District Maintenance Manager. The Assistant District Maintenance Manager develops data and makes recommendations to the District Maintenance Manager on support equipment needs and revisions to maintenance policies and procedures. The incumbent is responsible for coordinating purchases with Procurement; installed equipment needs with Facilities; and development of training programs with Employee Development. Specific responsibilities include supervising data input to ensure accuracy of completed work orders; monitoring employee attendance an preparing appropriate correspondence in accordance with terms of labor agreements and DTC policies; processing compilation of daily, weekly and monthly monitoring vehicle mileage to determine preventive maintenance inspection schedules; providing vehicle damage estimates to Accident Review Committee; and assisting in development of the District's Maintenance Manager, North and may be assigned functional responsibilities in the District Maintenance Manager's absence.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER  
**SEE PREFERRED QUALIFICATIONS ON SECOND PAGE**

**Note: The position requires a Valid Commercial Driver's License.**

**Preferred Qualifications:**

**Please address each Preferred Qualification separately.**

1. Experience in managing a large-scale heavy-duty vehicle maintenance organization in a unionized environment.

**Applicants must detail all experience in managing a large-scale heavy-duty vehicle maintenance organization in a unionized environment.**

2. Experience in managing a diverse employee group.

**Applicants must detail all experience in managing a diverse group.**

3. Experience in resolving operational and technical problems.

**Applicants must detail all experience in resolving operational and technical problems.**

4. Experience in communicating critical directives and policies to a large and diverse work group.

**Applicants must detail all experience in communicating critical directives and policies.**

JOB DESCRIPTION: AVAILABLE THRU HR DEPT \_\_\_\_\_ X \_\_\_\_\_

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EQUAL OPPORTUNITY EMPLOYER

**" Resume must specifically address the skills referenced in each preferred Qualification."**

DTC is an "Equal Opportunity Employer". Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an accommodation, applicants may call (302) 760-2891. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**APPLICATIONS CAN BE ACCESSED ON LINE AT [www.dartfirststate.com](http://www.dartfirststate.com)**